

## E-Safety Policy

E-Safety encompasses the Internet and other electronic tools such as tablets, mobile phones and wifi. It is important to educate children and young people about both the benefits and risks of using this technology in order to provide safeguards and awareness for users, to enable them to control their online experiences.

### **Good Habits**

E-safety depends on effective practice:

- Responsible ICT use by all staff and pupils; encouraged by education and supported by policies
- Sound implementation of the E-safety policy in both administration and curriculum, including secure school network design and use
- Safe and secure broadband from a supplier approved by Reading Borough Council including the effective management of content filtering
- National Education Network standards and specifications

### **E-Safety Coordinator**

- The E-Safety Coordinator is the Executive Headteacher. In her absence, any Designated Safeguarding Officer fulfills this role.

### **Why is Internet Use Important?**

- The Internet is used in school to raise educational standards, to promote pupil achievement and to enhance learnings within the National Curriculum
- Its use supports the professional work of staff and enhances the school management information and administration systems
- The school has a duty to provide pupils with quality Internet access as part of their learning experience because it is an essential element in modern life for education, business and social interaction
- Internet use is a part of the statutory curriculum. Access to the Internet is therefore an entitlement for pupils who show a responsible and mature approach to its use
- The Internet is a necessary tool for staff and pupils
- Pupils will use the Internet outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security

Computing covers a wide range of resources including; web-based and mobile learning. It is important to recognise the constant and fast paced evolution of information and Communication Technology (ICT) within our society as a whole. Currently the internet technologies children and young people are using both inside and outside the classroom include:

- Websites
- Apps
- Email, Instant Messaging and chat rooms
- Social Media, including Instagram, SnapChat, Facebook and Twitter
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices including tablets and gaming devices
- Online Games including video games consoles
- Learning Platforms and Virtual Learning Environments

- Blogs and Wikis
- Podcasting
- Video/image sharing
- Live-Streaming
- Downloading
- On demand TV and video, movies and music / Smart TVs

### **Internet use will enhance learning**

(See Appendix 1)

- Internet access within school includes filtering appropriate to the age of pupils
- Pupils will be taught about acceptable Internet use and will be given clear objectives
- Teachers carefully plan all Internet-based teaching to ensure that pupils are focused and using appropriate and relevant materials
- Internet access will be planned to enrich and extend learning activities
- Staff should guide pupils in on-line activities that will support learning outcomes planned for the pupils' age and maturity
- Pupils will be educated in knowledge location, retrieval and evaluation when using the Internet for research purposes
- Pupils are taught how to use search engines and how to evaluate Internet-based information as part of the Computing curriculum, and in other curriculum areas where necessary
- Pupils are taught how to recognise differences between commercial and non-commercial websites, and how to investigate the possible authors of web-based materials
- Pupils are taught how to carry out simple checks for bias and misinformation
- Pupils are taught that web-based resources have a similar copyright status as printed and recorded materials such as books, films and music, and that this must be taken into consideration when using them
- Useful links to a variety of websites are included in this policy (See Appendix 2)

### **Information System Security**

- School ICT system capacity and security will be reviewed regularly
- Virus protection will be installed and updated regularly

### **Email**

Where relevant:

- Pupils are not allowed to access personal e-mail using school Internet facilities
- Forwarding of chain letters is not permitted
- If when using email, an offensive e-mail is received, pupils must inform the teacher immediately
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission
- Members of staff should only use their school e-mail address for contact with pupils, parents or governors on school related matters
- E-mails sent to external organisations should be written carefully and with consideration to the reputation of the school/Federation.
- Staff are not allowed to use school IT equipment for personal use without prior approval from the Head

### **Downloading files and images**

Pupils are not allowed to download any material from the Internet unless directed to do so by an appropriate staff member

### **Social Networking and Personal Publishing**

- Schools should block/filter access to social networking sites and newsgroups unless a specific use is approved
- Pupils will be advised never to give out personal details of any kind which may identify them or their location
- Pupils and parents will be advised that the use of social network spaces outside school is inappropriate for primary aged pupils
- Staff are expected to model appropriate ICT and Internet use at all times. This supports our commitment to encouraging safe and appropriate ICT and Internet use by our pupils both in school and at home
- The school has a Social Media Policy for all members of staff which is reviewed and has been approved by the Governing Body

### **Personal use of the Internet and ICT resources**

- Some equipment is available for loan to staff. The appropriate forms and agreements must be signed before items are taken away from the school
- Staff must be aware of the school policy about personal use of the equipment

### **Published Content and the School Web Site**

- Contact details on the school website will be the school name, address, e-mail and telephone number
- Information about staff or governors will comply with statutory requirements

### **Publishing Pupils' Images and Work**

- On admission to the school, parents/carers will be asked to consent to their child's photograph being published on the school website or other social media where appropriate
- Photographs that include pupils will be carefully selected
- Pupils' full names will not be used anywhere on the school website in association with photographs

### **Managing Filtering**

- The school will work in partnership with the Local Authority, DfES and the IT Service Provider to ensure systems to protect pupils are reviewed and improved
- If anyone discovers unsuitable sites, the URL (address), time, content must be reported to the E-safety coordinator. Action will then be taken to ensure that access to this site is blocked
- Designated members of staff in collaboration with the IT Service Provider will ensure that regular checks are made to ensure the filtering methods selected are appropriate, effective and reasonable
- The school actively promotes the use of the Child Exploitation and Online Protection Centre (CEOP)

### **Managing Emerging Technologies**

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed
- Pupils are not encouraged to bring a mobile phone or other electronic devices to school
- All pupils who require a mobile phone in order to walk to and from school must switch them off and hand them in to the school office for safe storage on arrival at school

### Protecting Personal Data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 2018
- Requests for data should be put in writing to the Headteacher
- The Headteacher will liaise with the Reading Borough Council Data Controller where necessary

### Assessing Risks

- The school will take all reasonable precautions to prevent access to inappropriate material
- However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school cannot accept liability for the material accessed, or any consequences of Internet access
- The school will audit ICT provision to establish if the E-safety policy is adequate and that the implementation of the policy is appropriate

### Mobile Phones

- The school has a separate Mobile Phone policy for all members of staff. This is reviewed regularly and has been approved by the Governing Body

### Communication of the E-safety policy

- E-Safety rules will be posted in all classrooms and discussed with pupils at the start of each year (see appendix 3)
- Pupils will be informed that network and Internet use will be monitored
- The school will arrange an E-safety day as necessary, offering age appropriate information and tasks to pupils across the school
- All staff will read the E-Safety Policy and its importance will be explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Parents' attention will be drawn to the school E-Safety Policy in newsletters, on the school website and via the school E-safety parent workshops and resources
- Parents will be encouraged to use parental controls on home devices accessed by their children.
- Parents will be encouraged to closely monitor the use of internet devices, including games consoles and to have an awareness of the age ratings of Social Media, apps and games

### Acceptable Use Agreement

(See Appendix 4)

- Staff (including student teachers), Governors and Volunteers will be asked to read, understand and sign The Kennet Federation Acceptable Use Agreement to ensure appropriate use of the Federation systems and services during their Induction Training

Signed	L Miller	Chair of Governors
Ratified by Governors	15 July 2020	
Review Date	Summer 2021	



**Appendix 1: Internet use - Possible teaching and learning activities**

<b>Activities</b>	<b>Key E-safety issues</b>
Creating web directories to provide easy access to suitable websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be directed to specific, approved on-line materials.
Using search engines to access information from a range of websites.	Parental consent should be sought. Pupils should be supervised. Pupils should be taught what internet use is acceptable and what to do if they access material they are uncomfortable with.
Exchanging information with other pupils and asking questions of experts via e-mail.	Pupils should only use approved e-mail accounts. Pupils should never give out personal information. Consider using systems that provide online moderation e.g. SuperClubs.
Publishing pupils' work on school and other websites.	Pupil and parental consent should be sought prior to publication. Pupils' full names and other personal information should be omitted.
Publishing images including photographs of pupils.	Parental consent for publication of photographs should be sought. Photographs should not enable individual pupils to be identified. File names should not refer to the pupil by name.
Communicating ideas within chat rooms or online forums.	Only chat rooms dedicated to educational use and that are moderated should be used. Access to other social networking sites should be blocked. Pupils should never give out personal information.

## Appendix 2: Useful links

### English

<https://www.onceuponapicture.co.uk/>

<https://www.phonicsplay.co.uk/>

<https://www.oxfordowl.co.uk/>

<http://www.pobble365.com/> - a new picture is shared every day to provoke discussion, debate or writing ideas

<https://www.storylineonline.net/> - books read aloud online

<http://www.magickeys.com/books/> - online stories

<https://www.booktrust.org.uk/books-and-reading/have-some-fun/storybooks-and-games/> - online stories

<https://www.mystorybook.com/> - create a storybook online

<https://www.phonicsplay.co.uk/freeIndex.htm> - interactive phonics games and printable resources

<https://www.bbc.co.uk/teach/school-radio/nursery-rhymes-a-to-z-index/z4ddgwx> - online nursery songs and rhymes

<https://www.ictgames.com/mobilePage/literacy.html> - online English games aimed at 5-8 year olds

<https://clubs-kids.scholastic.co.uk/> - kids book club – book activities and games

<https://spellingframe.co.uk/> - spelling lists and games for each year group

<http://myths.e2bn.org/mythsandlegends/> - animated myths and legend stories

### Maths

<https://www.topmarks.co.uk/maths-games/hit-the-button>

<https://www.ictgames.com/mobilePage/index.html> - online maths games aimed at 5-8 year olds

<https://www.oxfordowl.co.uk/for-home/kids-activities/fun-maths-games-and-activities/> - online maths games

<http://www.maths-games.org/> - online maths games

<https://mathsframe.co.uk/> - online maths games and worksheets

### All subjects:

<https://www.pawprintbadges.co.uk/challenge-packs-6-c.asp> - different challenge packs to download and complete

<https://www.bbc.co.uk/bitesize/primary> - clips and games for all subjects

<https://www.dkfindout.com/uk/> - Free online encyclopaedia for children

<https://www.researchify.co.uk/> - research tool for children

<https://www.kiddle.co/> - safe visual search engine for children

<https://www.topmarks.co.uk/> - free educational games

<https://www.childrensuniversity.manchester.ac.uk/> - online learning about different topics

<https://www.typingclub.com/> - online programme for learning touch typing

<https://www.youtube.com/watch?v=d3LPrhI0v-w&safe=active> – Joe Wicks kids workout

<https://www.twinkl.co.uk/> – free ultimate access to worksheets with the code UKTWINKLHELPS

### Website that require parents to set up a log-in to access

<https://home.oxfordowl.co.uk/books/free-ebooks/> - online books for children (need to set up own login)

<https://www.teachyourmonstertoread.com/> - teaching children to read (need to set up own login)

<https://www.cosmickids.com/category/watch/> - yoga for children (need to set up own login)

### Websites that children should have their own log-in to access

<https://play.trockstars.com/auth/school> - TT Rockstars

<https://login.mymaths.co.uk/> - My Maths

<https://ec1.educationcity.com/> - Education City



### iPad Apps

Comic Life - can be used for creating newspaper articles, e-posters, fact files, booklets, leaflets, etc.

ProCreate - excellent app for graphics editor and digital painting.

Kahoot - Fun and interactive quiz app, great for both formative and summative assessments. Can be used on PCs and iPads.

NearPod - great way to synchronise lessons to all the iPads and for teachers to present their lessons too.

Free.

Tynker - good for coding. Free.

Appendix 3:  
Key Stage 1

# Think then Click

These rules help us to stay safe on the Internet



We only use the internet when an adult is with us

We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that we know.



B. Stoneham & J. Barrett





Key Stage 2

# Think then Click

## E-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

1	<p>You must not use, or try to use, a school or Federation e-mail and associated internet facilities to create, distribute or display in any form any material that is or may be considered to be illegal, offensive or unacceptable under our rules and policies. It is impossible to give a complete list of what is considered offensive or unacceptable, but the following are included (and in some cases may also be illegal).</p> <p>Anything that:</p> <ul style="list-style-type: none"> <li>• is pornographic or obscene, or includes any form of sexually explicit humour;</li> <li>• is intimidating, discriminatory (for example, racist, sexist or homophobic)</li> <li>• is defamatory, encourages violence or strong feelings;</li> <li>• is hateful;</li> <li>• is fraudulent;</li> <li>• shows or encourages violence or criminal acts;</li> <li>• may give The Kennet Federation a bad name; or</li> <li>• is a deliberate harmful attack on systems that The Kennet Federation uses, owns or manages.</li> </ul>				
2	<p>Attempts to access unacceptable internet content will be treated the same whether the attempt was successful or not. Terms entered into search engines such as “google” can be recorded and they will be considered as seriously as the content that would result from the search even if the content is blocked.</p>				
3	<p>You must not use the e-mail or internet facilities for time-wasting activities, such as chain letters, or for sending private e-mails to everyone on the global address list.</p>				
4	<p>To reduce the likelihood of the individual schools or The Kennet Federation being targeted by spam, phishing or potential malicious activities, you must not use your school email address when buying personal goods online. If you believe your email has been targeted, please ensure this is reported immediately to the Network Manager.</p>				
5	<p>You must not use or try to use the school ICT systems to access, without permission, any e- mail or email account that is intended for another member of staff.</p>				
6	<p>You must be aware that any infringement of the current legislation relating to the use of ICT systems :-</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Data Protection Act 2018</td> <td style="width: 50%;">Computer Misuse Act 1990</td> </tr> <tr> <td>Copyright, Designs and Patents Act 1988</td> <td>Communications Act 2003</td> </tr> </table> <p>Breaches of this legislation may result in disciplinary, civil and/or criminal action.</p>	Data Protection Act 2018	Computer Misuse Act 1990	Copyright, Designs and Patents Act 1988	Communications Act 2003
Data Protection Act 2018	Computer Misuse Act 1990				
Copyright, Designs and Patents Act 1988	Communications Act 2003				
7	<p>You must follow any local rules determined by the Headteacher in relation to the use of private equipment and software.</p> <p>All software must be used strictly in accordance the terms of its licence and may only be copied if specifically approved by the Network Manager.</p>				
8	<p>You must ensure that wherever possible your display screen cannot be viewed by persons not authorised to see the information. This includes if you are accessing systems from outside the school including at your home.</p>				

	Do not leave your computer logged on, i.e. where data can be directly accessed without password control, when not in attendance.
9	You must ensure that newly received USB memory sticks, CD ROMs and emails have been checked for computer viruses. Any suspected or actual computer virus infection must be reported immediately to the Network Manager.
10	You must make yourself aware of the content of all other ICT related policies.